February 11, 2021

Hello All,

As COVID concerns still affect much of our work and our lives, I am reaching out to you to re-affirm the protocols FWP has in place.

As you may be aware, Governor Gianforte has announced his intent to lift Montana's statewide mask order on Friday. While lifting the order applies to the general public statewide, the direction to all state employees remains unchanged to date. Specifically, we are still under the following guidelines:

- 1. Employees who can effectively work remotely should continue to do so.
- 2. Employees whose job responsibilities are necessary for agencies to effectively operate public-facing offices should continue working from their regular worksites as necessary.
- 3. Employees who cannot work remotely because their job duties do not allow for remote work should continue to report to their regular work locations.
- 4. Employees working in public-facing roles must continue to wear face masks at work. Employees who are working in the office, but who do not work in public-facing roles or in the areas open to the public, must wear face masks when in meetings with others and when in common areas. Employees do not have to wear masks when alone in their private offices.
- 5. FWP meeting rooms remain closed to the public. After checking in with the director's office, exceptions may be approved by a regional supervisor or division administrator on a limited, case-by-case basis if all COVID precautions are met.

To be clear, this isn't a change in direction for FWP, but rather an affirmation that at this time we are staying the course. As Governor Gianforte has said, we are looking forward to the day when we can return to more of what we were used to before COVID. But until then, I ask you to continue following directives to state employees from the governor, and from local health officials.

Those needing to use COVID leave on their timeroll may continue to use the leave provided by federal law and the original 80 hours of paid COVID sick leave provided by the State, if the leave originally provided has not been exhausted. No additional paid leave will be offered to those who have used all available COVID paid leave in 2020.

To continue to help in understanding how various directives or circumstances may apply to the work of FWP, I'm maintaining our COVID Operations Group. They will meet as needed to discuss operational questions that arise.

Additionally, the website <a href="https://fwp.mt.gov/c19">https://fwp.mt.gov/c19</a> will continue to be your best resource for department direction and information as it pertains to COVID. For information from the state on the COVID-related directives, including maps and FAQs, please go online to <a href="https://covid19.mt.gov/">https://covid19.mt.gov/</a>.

Thank you for all your hard work and the efforts you've made to keep the public, our staff and yourself safe.

## **Hank Worsech**

Director